Element Performance Inspection (EPI) Data Collection Tool 1.3.10 Parts / Material Control / SUP (AW)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

 To ensure that aircraft components, parts and materials meet or exceed their original type design or properly altered condition.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements and interfaces for the Parts / Material Control / Suspected Unapproved Parts (SUP) process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Parts / Material Control / SUP process.

Specific Instructions:

To accomplish this EPI the inspector shall ensure the certificate holder has and maintains
a supply of spare parts required for the scope and complexity for the work being done at
the inspection location. The inspector shall ensure the certificate holder adheres to its
policies and procedures for incoming and receiving parts inspection, proper storage of
parts, traceability of parts and the unapproved parts program.

Related EPIs:

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SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

SRRs:

121.105

121.123

121.135(a)(1)

121.135(b)(1)

121.135(b)(2)

121.135(b)(3)

121.367

121.369(b)

121.375

45.14

Related CFRs & FAA Policy/Guidance:

Related CFRs:

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• FAA Policy/Guidance:

FSAW 05-09 AC 20-62D Eligibility, Quality, and Identification of Aeronautical Replacement Parts AC 21-29B Detecting and Reporting Suspected Unapproved Parts

EPI SECTION 1 - PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself

Tasks			
	To meet this objective, the inspector must accomplish the following tasks:		
1.	Review the information listed in the supplemental information section of this DCT.		
2.	Review the policies, procedures, instructions, and information, for the Parts/Material Control/SUP process contained in the certificate holder's manual.		
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses		
4.	Observe the Parts/Material Control/SUP process to gain an understanding of the procedures, instructions, and information contained in the certificate holder's manual.		
5.	Discuss the Parts/Material Control/SUP process with the personnel (other than management) who perform the duties and responsibilities required by the Parts/ Material Control/SUP process.		

Questions			
	To mee		
1.	Determ	ine whether the following performance measures were met:	
1.1.		Did the certificate holder prevent unapproved parts from being installed on its aircraft?	
	Related	d Performance JTIs:	
	1.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	
	2.	Check at the aircraft that all aircraft parts and materials, which are being installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	
	3.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness identification requirements, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 21.303(a)	
	4.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17)	
	5.	Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual	

		instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	6.	Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	7.	Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the replacement of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(a)	
	8.	Check at the air carrier operated maintenance facility the items of maintenance, which must be inspected (required inspections), including the replacement of aircraft parts and materials, were accomplished in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	
	9.	Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.375	
1.2.	docum	certificate holder have the acquisition, retention, and traceability ents for parts and materials?	Yes No, Explain
		d Performance JTIs:	
	1.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17)	
	2.	Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	3.	Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.369(b)(6); 121.375	
	4.	Check at the air carrier operated maintenance facility that the time limitations for applicable aircraft parts and materials are tracked in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	5.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each airframe, in accordance with the Certificate Holder's manual instructions.	
	_	Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.369(b)(5); 121.380(a)(2)(iii)	
	6.	Check at the air carrier operated maintenance facility that the records for	

		life-limited parts are maintained to include current status for each airframe, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	7.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each engine, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	8.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each engine, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	9.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each propeller, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	10.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each propeller, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	11.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each appliance, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	12.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each appliance, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
1.3.		ncoming/receiving inspections done in accordance with the certificate spolicies and procedures?	Yes No, Explain
	Related	d Performance JTIs:	
	1.	Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.369(b)(6); 121.375	
	2.	Check at the air carrier operated maintenance facility that responsible personnel are accomplishing required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(6); 121.375	

	3.	Check at the air carrier operated maintenance facility that responsible personnel accomplished required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(6); 121.375	
1.4.	qualifie	ersonnel working in the Parts/Material Control/SUP process trained and d? d Performance JTIs: Check at the air carrier operated maintenance facility that its personnel are performing their duties and responsibilities, in accordance with the Certificate Holder's manual instructions and information. Sources: 121.135(a)(1); 121.369(a); 121.375 Check at the air carrier specified location for training records that document personnel handling aircraft parts and materials have received proper training, in accordance with the Certificate Holder's manual instructions. Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6);	☐ Yes ☐ No, Explain
	3.	121.375 Check at the air carrier specified location, that the training course syllabus includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions. Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.375	
	4.	Check at the air carrier specified location, that the training course, as it's being taught, includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions. Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.375	
1.5.	parts a	certificate holder properly dispose of unserviceable and unsalvageable and materials? d Performance JTIs: Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions. Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.369(b)(6); 121.375	☐ Yes ☐ No, Explain
1.6.	Related	arts and materials properly protected and identified as to serviceability? d Performance JTIs: Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions. Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	☐ Yes ☐ No, Explain
	2.	Check at the air carrier operated maintenance facility that all aircraft	

		parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17)	
	3.	Check at the air carrier operated maintenance facility that preservation procedures for aircraft parts and materials are done in accordance with its maintenance program.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	4.	Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)	
	5.	Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.375	
1.7.		ne certificate holder maintain a supply of spare parts required for the and complexity of the operation?	☐ Yes ☐ No, Explain
1.8.		e certificate holder follow its Suspected Unapproved Parts policies and ures to remove unapproved parts that have entered into its system?	☐ Yes ☐ No, Explain
1.9.		ne certificate holder's facilities for storing parts, components, and ls adequate?	☐ Yes ☐ No, Explain
1.10.	Were p	arts and materials with shelf life limits properly identified and controlled?	☐ Yes ☐ No, Explain
1.11.	Did the and ma	certificate holder properly segregate serviceable and unserviceable parts terials?	☐ Yes ☐ No, Explain
2.		ne certificate holder's policies, procedures, instructions, and information, ed in its manual, for the Parts/Material Control/SUP process followed?	☐ Yes ☐ No, Explain
	Related	l Performance JTIs:	
	1.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	
	2.	Check at the aircraft that all aircraft parts and materials, which are being installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)	
	3.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness identification requirements, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 21.303(a)	
	4.	Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable	

airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.135(b)(17)

5. Check at the air carrier operated maintenance facility that preservation procedures for aircraft parts and materials are done in accordance with its maintenance program.

Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)

6. Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)

7. Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)

8. Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the preservation of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(a)

9. Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the replacement of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(a)

10. Check at the air carrier operated maintenance facility the items of maintenance, which must be inspected (required inspections), including the replacement of aircraft parts and materials, were accomplished in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(b)(5); 121.369(b)(6)

11. Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions.

Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.369(b)(6); 121.375

12. Check at the air carrier operated maintenance facility that responsible personnel are accomplishing required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(6); 121.375

13. Check at the air carrier operated maintenance facility that responsible personnel accomplished required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(6); 121.375

14. Check at the air carrier operated maintenance facility that owner or operator produced parts, used to maintain his own product, and are produced in accordance with the Certificate Holder's manual instructions.

- Sources: 121.135(b)(16); 121.369(b)(2); 21.303(a)
- 15. Check at the air carrier operated maintenance facility that owner or operator produced parts, used to alter his own product, and are produced in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 21.303(a)

16. Check at the air carrier operated maintenance facility that its personnel are performing their duties and responsibilities, in accordance with the Certificate Holder's manual instructions and information.

Sources: 121.135(a)(1); 121.369(a); 121.375

17. Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(a)(1); 121.135(b)(16); 121.135(b)(17); 121.369(b)(5); 121.375

18. Check at the air carrier operated maintenance facility that the time limitations for applicable aircraft parts and materials are tracked in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.135(b)(17); 121.369(b)(5)

19. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for airworthiness of its aircraft (including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.

Sources: 121.369(a)

- 20. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for the performance of the maintenance of its aircraft (including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.
- 21. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for the performance of the preventive maintenance of its aircraft (including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.
- 22. Check at the air carrier specified location for training records that document personnel handling aircraft parts and materials have received proper training, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.375

23. Check at the air carrier specified location, that the training course syllabus includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.375

24. Check at the air carrier specified location, that the training course, as it's being taught, includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions.

Sources: 121.135(b)(16); 121.369(a); 121.369(b)(5); 121.369(b)(6);

		121.375	
	25.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each airframe, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.369(b)(5); 121.380(a)(2)(iii)	
	26.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each airframe, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	27.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each engine, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	28.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each engine, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	29.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each propeller, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	30.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each propeller, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	31.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each appliance, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
	32.	Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each appliance, in accordance with the Certificate Holder's manual instructions.	
		Sources: 121.135(b)(16); 121.135(b)(17); 121.369(a); 121.369(b); 121.369(b)(5); 121.380(a)(2)(iii)	
3.	Were th	ne Parts/Material Control/SUP process controls followed?	☐ Yes ☐ No, Explain
4.		records for the Parts/Material Control/SUP process comply with the ions provided in the certificate holder's manual?	☐ Yes ☐ No, Explain
5.	effectiv	ne process measurements for the Parts/Material Control/SUP process e in identifying problems or potential problems and providing corrective or them?	Yes No, Explain

6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	Yes No, Explain
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	EPI SECTION 1 - PERFORMANCE OBSERVABLES			
	Drop-Down Menu			
1.	Personnel.			
2.	Tools and Equipment.			
3.	Technical Data.			
4.	Procedures, policies or instructions or information.			
5.	Materials.			
6.	Facilities.			
7.	Controls.			
8.	Process Measures.			
9.	Interfaces.			
10.	Desired Outcome.			
11.	Other.			

EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Ferrence and respectively.				
Task	Tasks			
	To meet this objective, the inspector must accomplish the following tasks:			
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2 below, and provide the name/title.			
1.	Identify the person that has overall responsibility for the Parts / Material Control / SUP process.			
2.	Identify the person that has overall authority for the Parts / Material Control / SUP process.			
3.	Review the duties and responsibilities for the person(s) who manage the Parts / Material Control / SUP process documented in the certificate holder's manual.			
4.	Review the appropriate organizational chart.			
5.	Discuss the Parts / Material Control / SUP process with the management personnel identified in tasks 1 and 2.			
6.	Evaluate the qualifications and work experience of the management personnel identified in task 1 and 2.			

Questions			
	To meet this objective, the inspector must answer the following questions:		
1.1.	Is there a clearly identified person who is responsible for the quality of the Parts / Material Control / SUP process?	Yes No, Explain Name/Title:	
1.2	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Parts / Material Control / SUP process?	Yes No, Explain Name/Title:	
1.3.	Does the responsible person know that he/she has responsibility for the Parts / Material Control / SUP process?	Yes No, Explain No Change	
1.4.	Does the person with authority know that he/she has authority for the Parts / Material Control / SUP process?	Yes No, Explain No Change	
1.5.	Does the person with responsibility for the Parts / Material Control / SUP process meet the qualification standards?	Yes No, Explain No Change	
1.6.	Does the person with authority to establish and modify the Parts / Material Control / SUP process meet the qualification standards?	Yes No, Explain No Change	

1.7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Parts / Material Control / SUP process?	Yes No, Explain No Change
1.8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Parts / Material Control / SUP process?	Yes No, Explain No Change
1.9.	Does the responsible person know who has authority to establish and modify the Parts / Material Control / SUP process?	Yes No, Explain No Change
1.10	Does the individual with authority know who has the responsibility for the Parts / Material Control / SUP process?	Yes No, Explain No Change

EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES Drop-Down Menu 1. Assignment of responsibility. 2. Assignment of authority. 3. Does not understand procedures, policies or instructions and information. 4. Does not understand controls. 5. Does not understand process measurements. 6. Does not understand interfaces. 7. Span of control.

8. Position vacant.

9. Other.